

OFFICE OF THE GOVERNOR
GRANTS PROGRAM
CAPITOL, 300 SW 10TH AVENUE, SUITE 212S, TOPEKA, 66612-1590
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GRANT PROJECT NARRATIVE REPORT
Due January 25, April 25, July 25, and October 25

The information provided on this report will be used by the Governor's Grants Program staff to review progress on the funded grant projects. No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing laws and regulations. Instructions are included.

1. NAME AND ADDRESS OF SUBGRANTEE ORGANIZATION	2. GRANT PROJECT NUMBER	
	3. REPORTING PERIOD (MMDDYY) FROM: / / TO: / /	
4. GRANT AWARD AMOUNT	5. DATE OF REPORT	
6. NAME AND TITLE OF AUTHORIZED CERTIFYING OFFICIAL	7. PHONE NUMBER	8. SIGNATURE

9. COMMENCE REPORT HERE (CONTINUE ON PLAIN PAPER)

10. NUMBER SERVED AND/OR TRAINED BY GRANT PROJECT DURING REPORTING PERIOD:

Served:

Trained:

Approved by Office of the Governor:

Date:

SDFSCA GRANT PROJECT NARRATIVE REPORT

Due 25 Days After Close of Each Quarter or the First Business Day, by 5:00 PM

The Grant Project Narrative should explain how the Governor's Discretionary Portion of the Federal Safe and Drug-Free Schools and Communities Act grant assisted the subgrantee during Fiscal Year 2006 in achieving each goal and objective. Also, be clear in the number of people served and/or trained, etc.

Quarterly Progress Assessment

Due: January 25, April 25, and July 25, 2006

1. What progress has been made toward achieving the grant project goals and objectives as stated in the subgrantee's grant application? Is the subgrantee meeting its timeline for achieving the grant project objectives? Be specific about what has been accomplished to date.

Year-End Progress and Achievement Assessment

Due: October 25, 2006

1. What objectives were met? What criteria was used to determine objectives were met?
2. What objectives were not met? Was progress made towards these unmet objectives?
3. What are the results of the grant project evaluation as proposed in the subgrantee's grant application? Based on the results of the evaluation, does the subgrantee plan to revise any of the grant project goals and objectives?
4. How does the subgrantee plan to use these evaluation results? How will the results be used to refine, improve and strengthen the grant project?
5. Does the subgrantee plan to continue with the current evaluation methods? If not, what changes to the evaluation plan are proposed?
6. How has the subgrantee achieved the overall SDFSCA goal that all students will be educated in learning environments that are safe, drug-free and conducive to learning?